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Report for Week Ending 4 September 1957  
from  
PROJECTS STAFF

1. Contributions

- 25X1 ✓ a. Reviewed proposed  Conflicts of Interest, and recommended changes which would:

(1) Eliminate the need for Deputy Directors and Operating Officials to issue implementing notices;

(2) Eliminate negative reports.  25X1

- 25X1 ✓ b. Evaluated Employee Suggestion 3027, Standardized Method of Indicating Dates Numerically, and recommended that standardization be promoted through an article in the "Support Bulletin". Submitted a suggested article to  Office of the DD/S.  25X1

- ✓ c. Evaluated the need for a collator in ONE and recommended testing the 12 position Colmatic model. With this equipment collating production increased from 2000 pieces per hour to 8000 pieces. A Colmatic collator has been ordered for ONE.  25X1

2. Assignments Active

- 25X1 ✓ a. Requisition Review - Reviewed 11 requisitions for filing equipment and supplies. Approved 9; returned two for further consideration.

- 25X1 ✓ b. BR Shelf File Project - The file carts and tables in lieu of work stations have been delivered by Remington Rand Inc. The work stations have been promised for delivery on 17 September 1957.

- 25X1 ✓ c. Staff Study, Survey of Personnel Type Records for VM Storage - Drafting of staff paper is continuing. First draft should be completed this week. Visited the VM repository to review another segment of the deposits. One or two more trips may be necessary before completing the review of deposits and final discussions with offices concerned.

- d. Reports Management Regulation and Handbook - Interim Assignment Branch, OP, completed typing the handbook.  25X1

3. Major Assignments Inactive

- ✓ a. Installation of subject-numeric files in the Benefits and Casualty Division and the Plans Staff, OP.

- ✓ b. Comptroller Shelf File Project

- ✓ c. IR Shelf File Project

- d. CI,  Floor Space Layout and Equipment Study. (Project temporarily suspended). 25X1

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25X1

a. [ ] is preparing a memorandum to the Chief, Procurement Division, outlining the deficiencies of the local Remington Rand office relative to the BR contract.

b. The review by OCR/SR of their Vital Materials Deposits resulted in withdrawing the contents of two safes and the destruction of all their tabulating card deposits (two IBM cabinets). Future deposits will require only one four drawer safe. [ ]

25X1

c. [ ]

25X1

X c. An analysis of headquarters and field issuances of filing equipment in FY 57 disclosed the following comparisons:

TYPE OF EQUIPMENT	UNITS ISSUED		% Increase or (Decrease)
	FY 56	FY 57	
All Types	1,143	1,466	28%
{ Correspondence			
{ Cabs. (Safe-type)	546	489	(10%)
Correspondence Cabs (Non-Safe)	528	664 <del>784</del>	<del>25%</del> 26%
Other Types	69	313	354%

25X1

664  
528  
136

25.7  
528 / 136.0  
1056  
3040  
2640  
4000

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Report for Week Ending 4 September 1957  
from  
FORMS MANAGEMENT BRANCH

1. Contributions;

a. Tangible

- (1) Completed 20 actions requiring the printing of 173,650 copies or sets of blank forms. This represents an increase of two actions with a decrease of 35,350 copies as compared to last week.
- (2) One revised and nine new forms were approved. One form was reactivated.

b. Intangible

- (1) As result of informal request from [ ] Printing Services Division, for assistance in getting some of their backlog out of their Composing Section, sent [ ] to the Plant on a one day loan basis. [ ] reports that while there she Vari-typed fourteen forms that were more than one month behind schedule. [ ] further reports that her contribution made hardly more than a dent in the large backlog. 25X1 25X1 25X1

2. Assignment:

a. Active

- (1) [ ] PPC/DD/P, has submitted a priority request for the revision of 10 forms used in connection with C.S. Programing. These revisions have to be completed by Thursday morning for coordination with the IG., Mr. Kirkpatrick and Chief, PRC, Mr. Bissel. 25X1
- (2) Eleven new and 15 revised forms are pending.
- (3) Effort is continuing to determine the current status of forms in the new numbering system which have not been ordered for over 18 months.
- (4) Seven Employee Suggestions.
- (5) Forms Management Study - Printing Services Division. [ ] 25X1  
[ ] The first phase of this project, which is primarily gathering data, is continuing. 25X1

3. News:

- [ ] is presently enjoying a three weeks vacation traveling to Florida and Ohio. 25X1

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Report for Week Ending 4 September 1957  
from  
RECORDS DISPOSITION BRANCH

1. Contributions:

The audit of the Records Control Schedule for the records of ONE has been completed and transmitted to that office for implementation. Of particular significance is that the total volume of records increased by only 1%, indicating that the amount destroyed or retired is about equivalent to the amount created since 1954.

2. Assignments (Active)

a. Project 6-40 - Office of Central Reference ☐ ✓

25X1

No change from previous report. Project is 99% complete.

b. Project 6-95 - Office of Personnel ☐ ✓

25X1

The project continued to the Personnel Assignment Division where several changes have occurred since the original schedule was prepared. In addition to changes in record keeping practices, changes in personnel have been significant. Of particular interest was the fact that these people new to the particular office had little knowledge of the records program, and Records Control Schedules for the individual Branches could not be readily located. Project is 50% complete.

25X1

c. Project 6-101 - RI/DDP ☐ ✓

The revised schedule for RI/DDP has been reviewed and will be returned within the week. Project is 90% complete.

d. Project 8-9 - General Counsel ☐ ✓

25X1

No change from previous report. Project is 30% complete.

e. Project 8-16 - Office of Scientific Intelligence ☐ ✓

25X1

In reviewing schedules submitted by OSI changes in several items were recommended to the ARO. The proposed changes are being coordinated with responsible officials. Project is 50% complete.

3. Assignments (Inactive)

Project 6-90 - Commercial Staff ☐

25X1

4. News

25X1

- a. Met with ☐, ARO/OCI, and ☐ Branch Chief, concerning a file system for the analyst type files. They were specifically interested in the McBee or Flexisort system. I made arrangements for them to meet with ☐ ORR, who is presently installing the Flexisort system in his files on a trial basis.

25X1

25X1

25X1

- b. ☐ who began file installation projects in the Plans Staff and the Office of DD/Pers/PD is attending the IOC course. These projects will be continued on a limited basis by the Offices concerned. The Personnel Pool is presently doing some work in relation to these projects.

25X1

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